



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	7	Health Requirements	
Section	6	Injury to a child while in the center's care (N.J.A.C. 10:122-7.6)	

§10:122-7.6 Injury to a child while in the center's care

(a) The center shall take immediate necessary action to protect the child from further harm and shall immediately notify the child's parent(s) verbally when one of the following occurs while the child is in the center's care:

1. A child is bitten and the skin is broken;
2. A child sustains a head injury;
3. A child falls from a height greater than the height of the child; or
4. An injury requiring professional medical care occurs.

(b) The center shall maintain on file a record of the incidents specified in (a) above. The incident record shall include the following:

1. The name of the injured child;
2. The date, time and location of the incident;
3. The name and address of the center;
4. The name of the person completing the report;
5. The date the report was completed; and
6. A written description of the following:
 - i. The incident;
 - ii. The injury to the child;
 - iii. The names of witnesses to the incident; and
 - iv. The follow-up action taken by the center, including:
 - (1) Application of first aid; and
 - (2) Consultation or treatment by a licensed physician or other health care provider, if applicable.

(c) Bites and injuries other than those specified in (a) above shall be reported to the child's parent by the end of the day.

(d) Upon request of the child's parent, the center shall provide a written description of the incident by the end of the next operating day.